

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates
 Region/Locality: Southeast Region
 Period: 31 October - 27 November 2004

Activity Report		
Task	Hours this Period	Comments
Active Tasks		
Acceptance Testing	31.50	
1. Participated in Phase II testing with Alltel in Greenville County.	8.00	Deployed
2. Participated in Phase II testing with Triton in Greenville County.	8.00	Deployed
3. Participated in Phase II testing with Triton in Sussex County.	8.00	Accuracy did not meet FCC guidelines. Will coordinate follow-up with WSP and PSAP.
4. Coordinating testing with LEC, WSPs, and PSAPs.	7.50	
System Implementation Assistance	14.00	
1. Preparation for region meeting.	4.00	
2. Region meeting at Sussex County with Isle of Wight County, Greenville County, Sussex County, and Surry County.	7.00	
3. Arranging meeting with Greenville County and City of Emporia to review sector routing for call delivery to the appropriate PSAP.	3.00	
Map / CAD / GEO File Assessment & Assistance	67.00	
1. Greenville County- reviewed and evaluated three proposals, developed comparison matrix and report, scheduled vendor interviews, participated in vendor interviews, prepared interview notes.	55.00	
2. Surry County- assisted County with procurement documents, drafted letter to DPSC regarding conflation of data, contacted MSAG Data Consultants regarding interface cabling, and drafted letter to WSB requesting funding amendment.	12.00	
Project Reporting / Status Review	16.50	
1. Prepared WSB monthly report.	9.00	
2. Region meeting minutes.	2.50	
3. Advised region about TOPS grants, Triton and Cingular merger and testing, and T-Mobile uncertainty/confidence data in Phase II calls.	3.00	
4. Reviewed outstanding tasks in region, confirmed with PSAPs, and prepared for report to DPSC.	2.00	

Task	Hours this Period	Comments
WSP / LEC Contact and Coordination	11.50	
1. Status checks with WSPs regarding outstanding deployments.	7.00	
2. Contacted LEC regarding mapping system installation in Surry County and Greenville County.	2.50	
3. Contacted LEC regarding outstanding trouble tickets in Isle of Wight County and Sussex County.	2.00	
Training Assistance	2.50	
1. Scheduled training with Greenville County; contacting Isle of Wight County and Surry County to schedule training.	2.50	
TOTAL HOURS	143.00	

Project Management Monthly Activity Report

Southeast Region

31 October - 27 November 2004